

## ATTACHMENT A

Form NLRB-5503  
(12-08)

### ACCESS CODE CERTIFICATE

Charging Parties are permitted (but not required) to request an extension of time to file an appeal over the Internet.

So that you may participate in this program, you are being given an **ACCESS CODE**. This Access Code has been randomly generated and is being given only to you. **PLEASE DO NOT SHARE THIS CODE WITH ANYONE OTHER THAN SOMEONE AUTHORIZED TO ACT FOR YOU**, as the Agency will assume that anyone using it has your permission to do so.

Your appeal is now due on [Appeal due date]. If you wish to request an extension of time over the Internet, go to [www.nlr.gov](http://www.nlr.gov), select the E-Gov tab and click on E-Filing. On the next page, under General Counsel's Office of Appeals, select File an Extension of Time Request. You may do this up to 11:59 pm Eastern Time on the due date.

On that page, you will be asked to fill in certain information about your case, along with contact information. Fields which are marked with an \* must be filled in. You should fill in the following **CASE NUMBER**, even if your letter references more than one case number:

Region	Type	Docket	Suffix
XX	XX	XXXXX	XXX

Your **ACCESS CODE** is: \_\_\_\_\_

A decision on your request should be made within **two (2)** working days. You may check on the status of your request by returning to [www.nlr.gov](http://www.nlr.gov) and again select the E-Gov tab and click on E-Filing. On the next page, under General Counsel's Office of Appeals, select File an Extension of Time Request. Then enter the case number and access code. Thereafter, if you need to request an additional extension of time, follow the original instructions.

## ATTACHMENT B

*Appeal Due Date:* The appeal must be received by the General Counsel in Washington D. C. by the close of business at 5:00 p.m. EST/EDT on \_\_\_\_. If you mail the appeal, it will be considered timely filed if it is postmarked no later than one day before the due date set forth above. If you file the appeal electronically it will be considered timely filed if the transmission of the entire document through the Agency's website is accomplished **no later than 11:59 p.m. Eastern Time** on the due date.